

## Assessment Center Evaluation Form

The following form is for the Assessment Center Empanelment with Quality assurance process, under which the Assessment Centers' are evaluated against the required requirements. The Empanelment focuses on learning, self-development and encourages the Assessment Center to pursue continual excellence. The process involves guarding the Assessment Centers as per their adherence to the laid down assessment Center evaluation guidelines digitally and physically.

Assessment Center Details		
	To be filled by Assessment Center	To be filled by Evaluator
Name of Assessment Center Provider	Abu Dhabi Vocational Education and Training Institute	
Assessment Center Name	ADVETI assessment center	
<b>Type of Assessment Center, please specify from below options:</b> (1) TP Owned (2) Proprietorship (3) Outsourced (4) Franchised	1	
Website (if any)	<a href="https://www.adveti.ac.ae/">https://www.adveti.ac.ae/</a>	
Social Media Link (if any)	<a href="https://www.instagram.com/adveti_abudhabi/">https://www.instagram.com/adveti_abudhabi/</a>	
Availability of Security/ Security Guards at the Center? Please specify - Yes/ No	Yes	
Availability of Biometric Attendance System	No	
<b>Proximity of Center to Public Transport System, please specify from below options:</b> (1) 0 - 3 Km (2) 3.1 - 5 Km (3) 5.1 - 10 Km (4) More than 10 Km	1	
Name of Nearest Bus/Metro/Railway Station	Al Maqta St / ADNOC 2	
<b>Building Status, please specify from below options:</b>		
1. Stand Alone Building	Yes	
2. Industrial/Commercial Building	No	
3. Educational Institute/Residential Building	Yes	
<b>Type of Construction of Building, please specify from the below options:</b> (1) Pre fabricated (2) Not pre fabricated	Not Pre-Fab	
Is the Assessment Center well plastered, colored distempered/whitewashed, please specify - Yes/ No	Yes	
<b>Assessment Center walls and roof made of Tin / Bamboo sheets, please specify Yes/ No</b>	Sandwich panel-Roof	
Center Floor is cemented and furnished, please specify - Yes/ No	Yes	

Center Floor is tiled, please specify - Yes/ No	Yes	
<b>Front Face of the Building, please specify from the below options:</b>		
1. Glass and aluminium sliding window	Yes	
2. Glass Cover	Yes	
3. Reinforced Cement Concrete (RCC)	Yes	
4. Others		
Approach Road to the Center ( Please write the approximate width of the Road approaching the Center Entrance)	2 lane	
Is the Center easily accessible, please specify - Yes/ No	Yes	
<b>Availability of Internet, please specify from below options:</b>		
1. Speed of 1 MBPS and above	Yes	
2. Speed of Less Than 1 MBPS & Greater Than 512 KBPS		
3. Speed of Less Than 512 KBPS		
4. Internet not Available		
Adequate Power Backup (UPS/ GenSet/Inverter) Please specify - Yes/ No		
<b>Contact Details</b>		
SPOC Name	Dr. Ghassan Frache	
SPOC Mobile	561882354	
SPOC Alternate Number		
SPOC Email ID	<a href="mailto:ghassan.frache@actvet.gov.ae">ghassan.frache@actvet.gov.ae</a>	
Name of Center Principal/ Director	Dr. Maktoum Rashed Al Kaabi	
Contact Number of Center Principal/ Director	561882341	
Email Address of Center Principal/ Director	<a href="mailto:maktoum.alkaabi@actvet.gov.ae">maktoum.alkaabi@actvet.gov.ae</a>	
<b>Commendations and International Affiliations</b>		
Affiliation Name	National Qualification center (NQC)	
<b>Type of Affiliation, please specify from below options:</b> (1) National (2) International	1	

Center Address		
Country	United Arab Emirates	
Province/State	Abu Dhabi	
City/Area	Abu Dhabi/ Rabdan	
Landmark	Rabdan Mall	
Address Lane 1		
Pin Code / ZIP Code		
Center Area Details		
Total Assessment Center Area ( <b>Sq.M</b> / Sq.Ft) (The Total Center Area should be a sum of Total Theoretical Lab Area, Total Lab Area, and other Center Areas)	215.8	
Theoretical Lab Area ( <b>Sq.M</b> / Sq.Ft)	82.46	
Computer Lab Area ( <b>Sq.M</b> / Sq.Ft)	81.84	
Is the entire Center situated at Ground Floor?	No	
Other Details		
Availability of Air Conditioning	Yes	
Availability of CCTV Camera with Recording Facility, please specify - Yes/ No	In the Process of installation	
Availability of Dustbin in the Room, please specify - Yes/ No	Yes	
Facilities		
	To be filled by Assessment Center	To be filled by Evaluator
Differently Abled Friendly Details		
Availability of Ramps at the entrance of the Center, please specify - Yes/ No	Yes	
Availability of Lifts in case the Center is extended to other floors(besides ground floor), please specify - Yes/ No	No	
Hygiene and Sanitation		
Availability of a Dedicated Housekeeping Staff, please specify - Yes/ No	Yes	
Washroom is Clean and Hygienic, please specify - Yes/ No	Yes	
Availability of Daily inspection card/ checklist in the Washroom, please specify - Yes/ No	Yes	
Availability of Safe Drinking Water, please specify from below options: (1) Reverse Osmosis (2) Water Purifier (3) Packaged Drinking Water Dispenser (4) None	3	

Center Staff Details		
	To be filled by Assessment Center	To be filled by Evaluator
Availability of Following Staff:		
1.Receptionist / Front Office Coordinator - Yes/No	Yes	
2.Counselor - Yes/No	Yes	
3.Administration Officer - Yes/No	Yes	
4.IT Coordinator - Yes/No	Yes	
Kindly add rows to provide above Information for additional Staff		
Job Role Details		
	To be filled by Assessment Center	To be filled by Evaluator
	Job Role	
Skill Sector 1	Engineering and technical skills	
Job Role 1	Technician	
Skill Sector 2	Engineering and technical skills	
Job Role 1	Trainer	
Job Role 2	Assessor	
Kindly add rows to provide above Information for additional Job Roles		
Laboratory Details		
	To be filled by Assessment Center	To be filled by Evaluator
	Rooms	
Room Title	F104, F103, MathLab	
Availability of Internet	Yes	
Availability Of Air Conditioner, please specify - Yes/ No	Yes	
Carpet Area (In Sq.Ft)	No	
Availability of Dustbin in the Lab, please specify - Yes/ No	Yes	
Contact of Fire Brigade, Ambulance , Hospital Emergency Numbers displayed in the Lab, please specify - Yes/ No	Yes	
Kindly add rows to provide above Information for additional Labs		

Medical & Safety		
Availability of Fire Fighting Equipment	Yes	
Specify the type of Fire Extinguisher	Carbon Dioxide & DCP	
Fire Fighting hose Pipe Yes/No	No	
Is the First Aid kit wall mounted at the Center, please specify Yes/ No	Yes	
Contact of Fire Brigade , Ambulance, Hospital, Emergency Numbers displayed in the Reception Area, please specify Yes/ No	Yes	
Assessor(s)' Details		
	To be filled by Assessment Center	To be filled by Evaluator
Availability of Trained Staff as Per Occupation - Yes/No	Yes	
Name	Naveed Kamran/ Mohammed Kmail	
Sector	Electrical and Electronic Engineering	
Jobrole	Electrical Engineering Assessor	
Education Background	Electrical & Electronics Engineering	
Total Years of Experience	Naveed (21), Mohammed (14)	
Out of Total Experience, Sector related experience (in yrs)	Naveed (11), Mohammed (7)	
Out of Total Experience, Teaching Industry experience (in yrs)	Naveed (10), Mohammed (7)	
Email	<a href="mailto:naveed.kamran@actvet.gov.ae">naveed.kamran@actvet.gov.ae</a> <a href="mailto:mohammed.kmail@actvet.gov.ae">mohammed.kmail@actvet.gov.ae</a>	
Mobile Number	Naveed (+971505622308), Mohammed (+971547967723)	
To be Filled by Evaluator		
Recommended		
Provisional		
Not Recommended		
Reinspection Yes/No		If Yes, Provide Date of Inspection :
Remarks :		